



Item No. 17 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER

THROUGH: GEORGE RODERICKS, CITY MANAGER

FROM: JUDI HERREN, DEPUTY CITY CLERK

DATE: SEPTEMBER 20, 2017

SUBJECT: RESOLUTION AUTHORIZING THE DESTRUCTION OF
RECORDS PURSUANT TO GOVERNMENT CODE SECTION
34090

RECOMMENDATION

Adopt the attached Resolution authorizing the destruction of certain records pursuant to Government Code Section 34090.

BACKGROUND | ANALYSIS

The California Government Code authorizes the destruction of records and requires agencies adopt compliant records retention schedules. These schedules ensure that certain records are maintained in perpetuity and other records are maintained for sufficient time periods, dependent on the type of records, to allow standards and structure for local government records management efforts.

Maintaining old files can lead to the use of stale information in personnel and litigation matters that can be detrimental to staff, the department, and the Town. The information is of no useful value to the Town, is out of date and should be destroyed in compliance with Town and State records retention policies.

It is recommended that the City Council authorize this timely and appropriate destruction of old files in accordance with the law.

FISCAL IMPACT

There is no fiscal impact in approving this resolution for the destruction of records.

ATTACHMENTS

- Resolution

RESOLUTION NO. 17-XX

**RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS RETAINED BY THE
ADMINISTRATION DEPARTMENT**

WHEREAS, On March 18, 2015, the City Council approved Resolution No. 15-09 adopting records retention and destruction supersedes Resolution No. 10-26 (Policy 1.1); and,

WHEREAS, after review of several files, certain records became eligible for retention review and were audited by the City Clerk; and,

WHEREAS, these certain records, as identified on the attached Exhibit, have been reviewed and determined to hold no administrative or historical value; and,

WHEREAS, The City Clerk and the City Attorney have filed written consent to the destruction of the records identified on Exhibit A.

WHEREAS, the City Council of the Town identify the records categorized on Exhibit A are no longer required for storage, the destruction of these records is hereby authorized.

* * * * *

NOW, THEREFORE, BE IT RESOLVED that the City Council of the Town of Atherton passed and adopted the fees in Exhibit A. I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on this 20th day of September, 2017, by the following vote:

*AYES: Council Members:
NOES: Council Members:
ABSENT: Council Members:
ABSTAIN: Council Members:*

Michael Lempres, Mayor

ATTEST:

Theresa DellaSanta, City Clerk

APPROVED AS TO FORM:

William Connors, City Attorney

EXHIBIT A

DEPARTMENT	RECORD TITLE	DATE OF ORIGIN	RETENTION
City Clerk	Art Committee Agendas	1998-2004	2
City Clerk	Caltrain Sub-Committee Agendas	1998-2004	2
City Clerk	City Council Agendas	1993-2008	2
City Clerk	Finance Committee Agendas	1998-2004	2
City Clerk	Park & Rec. Committee Agendas	1990-2005	2
City Clerk	Park Rental Applications	2004-2007	2
City Clerk	Planning Commission Agendas	1998-2004	2
City Clerk	Post Office Closing Sheet	2004-2005	2
City Clerk	Special Event Applications	2000-2005	2
City Clerk	Transportation Commission Agendas	1999-2002	2
City Clerk	Waste Reduction Committee Agendas	1998-2004	2
Finance	Accounts Payable	2004-2009	AU + 4
Finance	Accounts Receivable	2009-2010	AU + 4
Finance	Audit	2007	CU + 2
Finance	Audit Report	2002	CU + 2
Finance	Bank Reconciliations	2007-10	AU + 5
Finance	Bank Statements	2004-2005	AU + 2
Finance	Budget	1995-2009	CU
Finance	Business License Applications	1994-2007	CU
Finance	Closed Claims	1999-2008	L + 2
Finance	General Audit Statements	2000	AU + 4
Finance	Journal Entries	2008	AU + 2

Finance	Operation Outside Audits	1997	CU + 5
Finance	Payroll	1999-2007	AU + 6
Finance	Petty Cash Receipts	1995-2000	AU + 4
Finance	Purchase Orders	2007-2012	AU + 4
Finance	Utility Billing	2007	CU + 2
Finance	Warrant Copies	1993-2009	AU + 2
Human Resources	Employee Evaluations	2001	T + 5
Human Resources	Separated Employees	1999	T + 2
Police Department	Traffic Citations	2010-2011	2
Public Works	Completed Projects – Flethcer Dr. & Ridgeview Paving	2008	2
Public Works	Completed Projects – HPP Elevator	2009	2
Public Works	Completed Projects – HPP Fountain	2008	2
Public Works	Completed Projects – HPP Pedestrian Bridge	2009	2
Public Works	Completed Projects – Selby Ln. Reconstruction	2004	2
Public Works	Completed Projects – Street Reconstruction III	2005	2
Public Works	Completed Projects – Upper Channel Repair	2007	2
Public Works	Completed Projects – Valparaiso St. Reconstruction	2005	2
Public Works	Completed Projects – Water Tower Lawn	2008	2
Public Works	Completed Projects – Middlefield & Encinal Paving	2010	2
Public Works	Completed Projects – Middlefield & Encinal Street Reconstruction	2001-2002	2
Public Works	Unsuccessful Bid Package – Barry Ln. Street Reconstruction	2004	2
Public Works	Unsuccessful Bid Package – Box Culvert @ Barry	2004	2
Public Works	Unsuccessful Bid Package – Box Culvert @ Elena	2003	2
Public Works	Unsuccessful Bid Package –	2004	2

Resolution 17-XX

Adopted _____

	Cape Seal Project		
Public Works	Unsuccessful Bid Package – HPP Elevator	2003	2
Public Works	Unsuccessful Bid Package – HPP Pedestrian Bridge	2009	2
Public Works	Unsuccessful Bid Package – HPP Restrooms	2003	2
Public Works	Unsuccessful Bid Package – HPP Wheelchair Lift	2003	2
Public Works	Unsuccessful Bid Package – Patch Rebid	2005	2
Public Works	Unsuccessful Bid Package – Patch Rebid	2006	2
Public Works	Unsuccessful Bid Package – Pavilion Renovation	2005	2
Public Works	Unsuccessful Bid Package – Police Dept. Storage Garage	2002	2
Public Works	Unsuccessful Bid Package – Selby St. Reconstruction	2004	2
Public Works	Unsuccessful Bid Package – SPP Walking Path	2007	2
Public Works	Unsuccessful Bid Package – Spring Patch Project	2007	2
Public Works	Unsuccessful Bid Package – Spring Patch Project	2009	2
Public Works	Unsuccessful Bid Package – Tennis Court Renovations	2003	2
Public Works	Unsuccessful Bid Package – Corp. Yard	2003	2